

LOCATION: Council Chambers

DATE: May 8, 2024

TIME: 6:30 p.m.

## CITY COUNCIL MEETING MINUTES

**I. CALL TO ORDER** Kay Echaury called the meeting to order at 6:31 p.m.

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**ROLL CALL**

**Present, virtually:** Mayor Yvette Potter

**Present, in-person:**

Councilors: Kay Echaury, Marci Jensen, Tim Askey, Shea Corrigan

**Staff present, in-person:** Chief Greg Graven, Police Department; Jason Wofford, Public Works; Angie Fowler, City Recorder

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**II. FLAG SALUTE** Kay Echaury led the pledge of allegiance.

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**III. PUBLIC COMMENT** Public comment was opened; there were no public comments.

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**IV. AGENDA UPDATES OR ADDITIONS**

- The public hearing for the 2023/24 Budget was removed from the agenda due to an error with the publishing of the notice. The hearing is rescheduled to May 15, at 6:30 pm, at the Council Chambers.
  - The Recology discussion was removed from the agenda to be rescheduled as a presentation when the Recology.
  - The MADD presentation will be rescheduled for a later date.
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**V. CONSENT AGENDA**

- A) Financials
  - B) Minutes 12-13-23
  - C) Minutes 1-10-24
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**A MOTION TO APPROVE THE CONSENT AGENDA AS IS.**

**ROLL CALL: Motion introduced by Marci Jensen and seconded by Shea Corrigan**

**Ayes (5): Potter, Corrigan, Askey, Echauri, Jensen**

**Nays (0): None**

**The motion carried.**

**VI. PUBLIC HEARINGS**

Public Hearing - Notice of State Revenue Sharing Possible Use.

The hearing was opened for the Notice of State Revenue sharing. Public comment was held. The public hearing was closed.

Public Hearing - Formula Business Code Amendment CBD

The hearing was opened for adoption of the CBD Formula Business Code amendment. Public comment was held. The public hearing was closed.

**A MOTION TO ADOPT THE FORMULA BUSINESS CODE AMENDMENT FOR THE CBD.**

**ROLL CALL: Motion introduced by Shea Corrigan and seconded by Marci Jensen**

**Ayes (5): Potter, Corrigan, Askey, Echauri, Jensen**

**Nays (0): None**

**The motion carried.**

**VII. COMMITTEE REPORTS**

A) Planning Commission  
Ken Moore, Planning Chair, gave an update on the planning commissions recent work with the lighting code ordinance and the Title 10 and Title 11 rewrite. They are both in-progress.

**VIII. UNFINISHED BUSINESS**

A) Consider Applications for New Water Advisory Members  
1. Cathy Phillips (Outside Water Dist. - Reapplying)  
2. Robert Davis



3. Patty Pairan

The applications were reviewed by the council.

**A MOTION TO APPROVE THE APPLICANTS FOR THE WATER ADVISORY COMMITTEE: CATHY PHILLIPS, ROBERT DAVIS, AND PATTY PAIRAN.**

**ROLL CALL: Motion introduced by Shea Corrigan and seconded by Marci Jensen**

**Ayes (5): Potter, Corrigan, Askey, Echaury, Jensen**

**Nays (0): None**

**The motion carried.**

B) IGA MWVCOG Review, Discussion, Approval

This is an ongoing agreement we have with MWVGOG they assist with different services for the city. Currently they are working on a couple of grants for us.

**A MOTION TO APPROVE THE MWVGOG SERVICE PLAN CONTRACT.**

**ROLL CALL: Motion introduced by Shea Corrigan and seconded by Marci Jensen**

**Ayes (5): Potter, Corrigan, Askey, Echaury, Jensen**

**Nays (0): None**

**The motion carried.**

C) Supplemental Budget for Planning Contract Services

Angie Fowler summarized the staff report for the council.

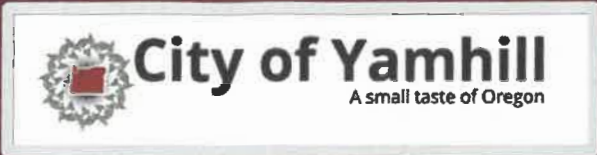
**A MOTION TO APPROVE RESOLUTION R-821 A SUPPLEMENTAL BUDGET FOR 2023/24 CITY OF YAMHILL BUDGET.**

**ROLL CALL: Motion introduced by Shea Corrigan and seconded by Marci Jensen**

**Ayes (5): Potter, Corrigan, Askey, Echaury, Jensen**

**Nays (0): None**

**The motion carried.**



**IX. DEPARTMENT REPORTS**

A) Administration

The staff report was included in the packet. Chief Graven asked if the council had any questions.

This month the staff job descriptions were included this month as well for information to the council on what the city staff does on a daily basis.

Cameras for the fuel station at Public Works have been installed.

B) Police Department

The staff report for the police department was included in the packet.

There will be traffic safety enforcement on seatbelt use starting this month through the beginning of June. This will be throughout Oregon.

In addition, Chief Graven has been attending meetings revolving around protocols for HB4002, a bill reverting the decriminalization of drugs.

C) Public Works

Jason Wofford gave an update on what public works has been completing over the last month including: finishing up the RC track at Jane Heinrich Park, working with AKS Engineering on the Hillsboro transmission line tie in, and working towards a FEMA grant for the reservoir.

**X. COUNCIL REPORTS**

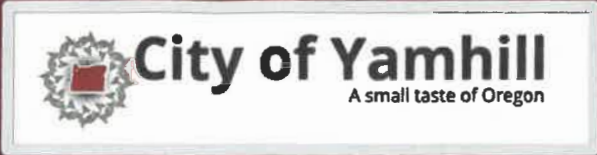
The council did not have any reports.

**\*\* INCLUDED BUT NOT ON THE AGENDA OR ADDED IN THE AGENDA UPDATES**

Chief Graven asked for the council’s thoughts on using the attorney Beary, Elsner, and Hammond on a more frequent basis due to their responsiveness and specialized capabilities.

The council had no issues with using this attorney more frequently. They requested the staff to review the other contracts and cancel any contracts we would no longer be using.

Chief Graven then asked the council if there is an update on the candidate for the City Administrator position.



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The mayor stated the job has been offered to the candidate and they have accepted the job offer. The just needs to be formally signed by the mayor tomorrow when she returns and then we will have we just need to set a start date.

**XI. INFORMATION/  
ANNOUNCEMENTS**


A) First Friday's Meet and Greet (June 7th) with Kay Echaury and Shea Corrigan

The information/ announcements were included on the agenda but not discussed in the meeting.

**XII. ADJOURNMENT**

The meeting was adjourned at 7:11 p.m.

Respectfully Submitted and Approved.

  
Yvette Potter  
Mayor, City of Yamhill

Attest:

  
Angie Fowler, Recorder